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# Example of Maintenance Specialist Job Description

Our growing company is searching for experienced candidates for the position of maintenance specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for maintenance specialist

* Under supervision, keeps all areas of the building well maintained
* Undertake any presented training that may be applicable to maintenance facilities support
* Retrieves, completes and inputs work orders through the Archibus System
* Meets various contractors for scheduled preventative maintenance and construction projects
* Plasters and paints offices, common areas, storage rooms
* Hangs various signage, art works, and bulletin boards
* Replaces all light bulbs, keeps inventory of light bulbs, stores used light bulbs for recycling
* Keeps inventory of maintenance supplies, materials, and indicates when items need to be ordered
* Assembles and installs ergonomic equipment
* Moves and repairs broken furniture

## Qualifications for maintenance specialist

* Worker exposed to sufficient noise level requiring hearing protection
* Worker exposed to atmospheric conditions that affect the respiratory system such as smoke
* Worker is subject to skin exposure of oils
* Individual may be required to sit, stand, walk regularly and occasionally lift 0-75 lbs., bend, stoop, climb and reach
* Be accessible to laboratory and pilot plant area(s) and office staff and to use required office equipment
* Specific vision requirements include reading of written documents and use of computer monitor screen frequently